



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

CNSTCINST 12410.1
N9
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COMNAVSERVTRACOM INSTRUCTION 12410.1

Subj: CIVILIAN STAFF DEVELOPMENT PROGRAM

Ref: (a) Title 5 United States Code, Chapter 41, Training
(b) OPM Training Policy Handbook, HRD-97-1 of October 1997
(c) Executive Orders 11348 (1967), 12107 (1978)
(d) NETCINST 12410.1
(e) CNETINST 12410.2C
(f) SECNAVINST 12410.24
(g) CNETINST 12410.4
(h) CNETINST 12410.5
(i) CNETINST 12412.1

Encl: (1) Civilian Staff Development Policy Manual
(2) Individual Development Plan (IDP)

1. Purpose. To publish the Naval Service Training Command (NSTC) policy and procedures governing training and development of NCode and activity staffs per references (a) through (i). This instruction provides for several new policies and procedures and should be thoroughly reviewed and used, with the enclosed manual, in its entirety.

2. Background. Training is considered one of the most important aspects of recruiting and retaining a professional workforce. The command supports training and self-development efforts to ensure that employees become and remain knowledgeable, productive, and well-rounded individuals. This support includes financial support for training and self-development efforts within the limitations imposed by this instruction and applicable law and regulations. Enclosure (1) provides the command policy for identification of training requirements, approval of training, and the preparation of training requests.

3. General Guidance. The following general guidance is provided to assist supervisors and employees to consistently implement and follow training policies and procedures throughout NSTC.

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a. It is incumbent upon the command to ensure that all necessary, required training is provided for **all** employees.

b. Training that provides for employee development is strongly encouraged throughout the command; employees should be able to request training to this end, if funding is available. Individual Development Plans will be used as guidance in selecting training and education requirements.



G. R. JONES

Distribution:

CNSTCINST 5216.1A, List III

CIVILIAN STAFF DEVELOPMENT POLICY MANUAL

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CHAPTER 1 - INTRODUCTION

1. Purpose. The purpose of training, education, and self-development is to provide a competent, efficient, and professional work force equipped to accomplish the mission and goals of this command and the Navy. Further, the future capability of the command can only be assured if employees are developed to meet projected requirements. This objective is based on the principle that it is a management responsibility to achieve and maintain operating efficiency by establishing training and development programs. Specific goals of NSTC's training program are to:

- a. Achieve and maintain a high level of proficiency and performance by all employees;
- b. Promote professionalism within the command by encouraging employees' efforts for self-development and maximum work satisfaction;
- c. Increase individual employee's knowledge and experience to achieve a sound competitive position for potential advancement;
- d. Encourage a climate of cooperative effort between the employees and the command in achieving an employee's goals for self-development.

2. Policy

- a. The policy set forth in this manual will apply to civilian personnel only;
- b. All employees shall be given fair and equitable consideration for training and development opportunities without regard for race, creed, color, national origin, sex, age, non-disqualifying handicapping condition, or any other related factor;
- c. Training will be utilized to enhance the skills, knowledge, and abilities of employees;

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d. Assignment of employees to training shall be documented by DD Form 1556 and be based on the following priorities as determined by Department Head. Funding limitations, in addition to operational necessity, may preclude the assignment of an employee for training.

(1) **Priority 1 - Essential.** Training that must be accomplished in the current fiscal year for: mission accomplishment; attainment of performance objectives; correction of serious performance deficiencies; training required by law, regulation, or higher authority; training to retain license(s) or certification necessary to perform the duties of the position.

(2) **Priority 2 - Needed.** Training which, if omitted, will impact adversely on mission accomplishment during the next two or three fiscal years; or training to provide for systematic replacement of skilled employees through developmental programs.

(3) **Priority 3 - Helpful.** Training that will be helpful in enhancing the overall skill levels of employees.

e. Per reference (a), employees are responsible for self-development, for successfully completing and applying authorized training, and for fulfilling continued service agreements. In addition, they share with the command the responsibility to identify training needed to improve individual and organizational performance and identify methods to meet those needs, effectively and efficiently.

f. The NSTC Educational Specialist, N92, shall provide oversight of the NSTC NCodes and activity Staff Development Programs and manage the NSTC NCodes' Staff Development Programs. Each activity shall have a training representative responsible for management of respective Staff Development Programs and coordinate with N92 on training-related matters.

g. N92 and the activity training representative will input departmental information into the command's automated training tracking system.

CHAPTER 2 - DETERMINING TRAINING NEEDS

1. Determining training for each position. N92 and the activity training representative, working with department heads, will review minimum competencies for each position, and will annually assist in assessing each employee to determine training needs. Training determined to be required for the position(s) will be included in the employee's IDP and the training will be completed as soon as practical. Every employee of NSTC is required to have an IDP. This plan is updated annually at the time of the employee's Performance Appraisal. Assistance with the writing of the IDP may be obtained from N92 and the activity training representative.

2. Supervisor's role

a. The supervisor should provide employees with the opportunity to express their career aspirations and an assessment of their own capabilities via their IDP. The supervisor should encourage appropriate self-development. The goal is a needs-oriented, realistic, mutually agreed-upon training plan. There should be full commitment on the part of all parties toward accomplishment of established goals and objectives.

b. The supervisor should again discuss the objective of the training with the employee prior to attendance in training. Further, after completion of the course, the supervisor should discuss with the employee whether the intended training objective was achieved. The employee and supervisor should review the Evaluation Form (Section H of DD Form 1556). The employee will complete the form and return it to the supervisor for signature within five days after completion of the training. The supervisor should then sign the form, retain a copy, and forward the original to N92 or the activity training representative for inclusion in the command training database within ten days after completion of training.

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3. Employee self-analysis of capabilities. Supervisors should encourage employees to make self-evaluations of their strengths and weaknesses, their major interests and their short-range and long-range career goals. Also, employees should discuss their needs and desires with their supervisors so that management can consider their personal needs and desires along with those of the organization in identifying training needs and formulating the training plans.

4. Preparation of employee IDP. The annual required IDP for each employee is prepared in conjunction with the annual performance appraisal. During the preparation of performance standards for the upcoming year, the supervisor and the employee should mutually determine the employee's training needs and objectives based on the supervisor's assessment of the employee. The Development Plan is a planning document. Individual instances of training must still be requested and approved using the DD Form 1556.

5. Preparation of the annual departmental training plans. Based on information contained in the IDP prepared for each employee during the performance appraisal cycle, each department will compile these projected training requirements. These requirements will be compiled and given to N92 and to the activity training representative by 1 August each year for use in developing projected training needs as required annually by Human Resources Office Service Center and Title 5 United States Code of Federal Regulations 410.302(d).

6. Command Training Committee (CTC). Will be responsible for reviewing and ranking the compiled training requirements. Each NSTC activity shall have a CTC. The CTC will determine, based on funding limits, a list of approved training requirements within 30 days of the upcoming financial year. The CTC will be appointed by Commander, Naval Service Training Command (CNSTC) for NSTC staff and by Commanding Officer or Director for activities.

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CHAPTER 3 - LIMITATIONS AND WAIVERS

1. Per reference (d), payment of costs associated with obtaining an academic degree to assist in recruiting or retaining employees is no longer restricted to occupations in which a shortage of qualified personnel is identified.
2. Funding is authorized only for individuals participating in planned, systemic, and coordinated professional development programs. Academic degree must clearly support organizational objectives and produce measurable improvement in either individual or organizational performance.
3. Funding is permitted for any course of post-secondary education delivered through classroom, electronic, or other means, provided that it is administered by a nationally-recognized accrediting body to provide a curriculum of post-secondary education. The Department of Education (DOE) publishes a listing of accredited bodies under Section 1001 of Title 20 USC. This listing can also be found on the DOE website <http://www.ed.gov/admins/finaid/accred/index.html>.
4. Prohibition. Reference (d), prohibits academic degree payment for:
 - a. Any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of its confidential policy-determining, policy-making, or policy-advocating character; or
 - b. Any employee attending an institution that discriminates on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicapping conditions; or
 - c. With the exception of a Federal grant of funds made available solely for student financial assistance or related administrative costs, funding by contract or grant to an institution of higher education or any sub-element of that institution if either the parent institution or any sub-element of that institution has a policy or practice that prevents Reserve Officers Training Corps (ROTC) units or student ROTC participation, military recruiting on campus, or access to the student directory information.

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5. Continuation of Service Agreement. Per reference (d), a Continued Service Agreement (Section E of DD Form 1556) shall be completed prior to degree payment. For full-time attendance, the Continued Service Agreement obligates employees, for whom academic degree training is paid, to serve in a Government agency for a period of at least three times the length of the time spent in academic degree training. For part-time training, the period of obligated service will be computed per 5 CFR 410, related to time and cost factors. Upon successful completion of this training, a copy of the transcript reflecting the grade must be provided to N92 and the activity training representative. A copy shall be forwarded to Naval Education and Training Command (NETC) Headquarters, Career Resources Center (N00V) to document use of this authority.

a. If the employee decides to leave Federal Service before the allowable period as stated in the Agreement, the employee will be required to repay training costs to the command; only the CNSTC may waive this requirement.

b. These training costs include travel and per diem in the cumulative cost.

6. Unauthorized commitment of government funds. In order to preclude the possibility of an unauthorized obligation of government funds, employees shall not make an unqualified commitment, either verbal or written, to participate in any training situation without first obtaining approval through their department chain of command.

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CHAPTER 4 - FINANCIAL SUPPORT AVAILABLE

1. After-hours undergraduate and graduate level academic credit courses. Per reference (d), employees enrolled in after-hours undergraduate and graduate level academic credit courses that are supported by command strategic goals are authorized up to 100 percent funding for, in addition to funding for tuition and books, additional expenses that are necessary to ensure successful participation including, but not limited to, supplies and equipment, application fees, registration fees, and parking fees. The funding for above tuition, books and additional expenses is subject to funds availability and CTC approval. The following guidelines pertain:

a. A DD-1556 must be submitted and approved and processed **prior to the start of the class.** The DD-1556 will be sent to the school to be used as a purchase order for billing purposes. Employees must purchase their books for the course and will be reimbursed, using a SF-1164, after successful completion of the course as outlined below. Books purchased with government funds are the property of the U.S. government and will be retained by N92 and the training representative for respective activity for use by other employees. There will be no reimbursement for books until the books are received and cleared through N92 and the activity training representative (see "c." below).

b. Employees must receive a passing grade (minimum of C) in order for the tuition, books, and additional authorized expenses to be paid for. Employees who do not pass the course will be required to pay for the training course, books, and additional authorized expenses unless the department head gives approval for the command to pay for the course. Department Heads will notify N92 and activity training representative in writing if such a situation arises and what the Department Head decision is regarding method of payment.

c. Employees must submit a copy of their grade report to N92 and the activity training representative upon receipt so that tuition invoices can be certified for payment. A copy of the grade report must also be attached to the SF-1164, Claim for Reimbursement of Official Expenditures on Official Business, if the employee is seeking reimbursement for the cost of books. N92 and the activity training representative must initial the SF-1164 acknowledging receipt of the books from the employee. The employee may keep the course materials and books if they do not seek reimbursement for them.

2. Professional Credentials

a. Per reference (d), payment of costs associated with obtaining and renewing professional credentials including professional accreditation, state-imposed and professional licenses, and professional certifications, and examinations to obtain such credentials, is authorized to support Department of Navy (DON) human capital goals. Based on funds availability, an activity may pay for professional credentials that are necessary or beneficial to their current position.

b. This authority will be implemented in a manner consistent with Merit System Principles, and meeting the following criteria for the license or certification contained in Chapter 23 of Title 5:

- (1) Enhances productivity;
- (2) Improves performance;
- (3) Maximizes recruitment opportunities, especially for shortage category occupations and other labor market conditions;
- (4) Increases retention, especially for "high turnover" career fields;
- (5) Broadens and develops the skill base for a quality work force to accomplish the DON's mission and ensure readiness;
- (6) Supports civilian leadership development initiatives and career path improvements to meet future requirements.

c. This authority is discretionary and is not an entitlement or benefit of employment.

d. N92 and the activity training representative shall document the use of this authority. Defense Civilian Personnel Data System (DCPDS) will be modified to provide essential data for program evaluation. Specific data listed below in paragraphs 2j(1) through 2j(7) must be retained by N92 and the activity training representative until the DCPDS accommodates these new requirements. Upon command approval, a copy of the documentation shall be provided to NETC Headquarters, Career Resources Center (N00V).

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e. Funding is permitted for license and certification as defined in paragraph 2g below. This authority may not be used to obtain licenses or certifications from organizations that discriminate on the basis of race, color, religion, age, sex, national origin, parental status, sexual orientation, or handicapping conditions.

f. This authority is not applicable to active duty military personnel, local nationals and non-appropriated fund employees.

g. Payment for licenses and certification and their subsequent renewals may include, at the discretion of the command, additional expenses such as dues or fees required by the licensing or certifying agency, fees for preparation for examinations and the actual examinations, registration fees, and travel and per diem costs. Payment may not include employees' membership fees in societies or associations.

h. Payment may be made on a reimbursable basis upon successful receipt of the credential. Reimbursement shall be through the completion of the SF 1164.

i. Definitions

(1) Licensing. Process by which a governmental agency (federal, state, or local) grants permission to an individual to engage in a given occupation upon finding the applicant has attained the minimal degree of competency required to engage in that occupation.

(2) Certification. Recognition given to individuals who have met predetermined qualifications set by an agency of government, industry or a profession.

j. Data Elements

(1) License or Certificate (license name as it appears on the license or certificate)

(2) Date License or Certificate obtained;

(3) Initial Annual or Renewal;

(4) License or Certificate Costs (cumulative costs);

(5) Date paid;

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(6) Amount paid;

(7) Training for Certificate or License.

3. Upward Mobility Program (UMP) training academic support. Reference (e) provides guidance and assistance in developing UMPs. Employees participating in the UMP may attend courses identified in their IDP with funding made directly to the school. Authorized expenses include tuition and registration in a regularly scheduled, job-related course in undergraduate studies at accredited colleges or universities and attended during the workweek or after hours.

4. Short courses or seminars. Tuition and registration fees for short courses or seminars attended during regular working hours are paid directly to the training institution. Travel and per diem costs are allowed if the training is not within commuting distance of the trainee's duty station. For courses and or seminars held within the normal post of duty area, generally considered to be 50 miles, no mileage is authorized. Parking fees may be reimbursed by submitting a SF-1164 through regular channels.

5. Correspondence courses. Tuition and registration fees may be paid for correspondence courses that are job-related. Approval is requested using the DD-1556 and payment is made directly to the training vendor.

6. Course auditing. Generally the command will not pay for auditing courses; however, an employee requesting to audit a course that is supported by command strategic goals may be reimbursed up to 50 percent of tuition fees. The employee is responsible for all remaining costs. Approval to audit a class must be requested using the DD-1556 prior to the beginning of the class. Scholastic grades are waived, but the school must submit a certification of completion to N92 and training representative for respective activity.

7. Civilian Leadership Development. References (f) through (i) provide guidance and assistance with Civilian Leadership Development. Funding is permitted to ensure that interested employees are afforded the opportunity to acquire the leadership competencies at the appropriate time in their career progression.

8. General constraints

a. Limitations on training of contractor employees.
Training of contractor personnel is limited to on-the-clock, on-site orientation essential to the execution of an approved contract. The command cannot pay for any contractor training not specifically cited in the contract. Under no circumstances shall contractors receive government-sponsored training in performance and skill areas for which they have been retained.

9. Completed and non-completed training

a. Supervisors will initiate any actions required concerning failure by an employee to attend or complete approved training. This includes determining, based on command policy, whether the employee will be required to repay any funds expended for the training. The supervisor will notify N92 and the activity training representative if the employee will be required to repay training costs. Repeat incidents of non-attendance or non-completion will be reported to the Department Head for consideration of disciplinary action. Approval to attend the same training course a second time shall not normally be permitted. Exceptions may be considered when failure to attend or complete the training is determined to have been beyond the employee's control or when repeat attendance is required under certain program procedures. Exceptions may also be granted in cases involving employee illness, personal hardship, or other unusual circumstances.

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CHAPTER 5 - PREPARING THE TRAINING REQUEST

1. Use of the DD-1556. All training, except as noted in paragraph 2, requires the submission of a typed form DD-1556, "Request, Authorization, Agreement, Certification of Training, and Reimbursement." Continuation sheets for the DD-1556 can be used when more than one person requests the same training course. Employees will also complete the registration forms provided by the vendor and school and will attach this form to the DD-1556. The DD Form 1556 is used to meet all requirements for obtaining training for Navy's civilian employees. Specifically the DD Form 1556 serves as a:

- a. Training request document;
- b. Training approval document (approval by the command that the training is job-related and cost-effective);
- c. Privacy Act Notice to employees;
- d. Nomination or enrollment document for training vendors;
- e. Obligating document for payment of training costs;
- f. Finance document for authorization of payment of training costs;
- g. Employee Continuation of Service Agreement
- h. Training evaluation document; and
- i. Document used to input the training into the employee's personnel records.

2. Training not requiring a DD-1556. DD-1556s are not required for the following types of training courses:

- a. "All Hands" type training that is provided to all employees (i.e. training on new timekeeping procedures, prevention of sexual harassment refresher training, training on telephone systems, etc.);

- b. Local training sessions that do not involve expenditure of funds when participants are selected by their supervisors to attend i.e., Employee Equal Opportunity, safety, telephone courtesy, etc.).

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3. Approving Official. Department Heads are delegated authority to approve training requests for their employees. This authority may be re-delegated to another individual within the department. N92 and the activity training representative will be notified in writing of the name and title of the alternate approving official.

4. Approval of the DD-1556. The DD-1556 is submitted to the employee's immediate supervisor for approval and routed through the department's chain of command for signature by the department's designated approving official. The form is then forwarded to N92 and the activity training representative for signature; it then is forwarded to Administrative Services for distribution of copies and enrollment of the employee in the training, usually via the government credit card.

5. Disapproval of DD-1556. If a DD-1556 is not approved at any level, the form will be immediately returned to the employee with an explanation of the disapproval.

6. Distribution of the DD Form 1556. N92 and training representatives for respective activity will distribute copies of the DD-1556 as required.

INDIVIDUAL DEVELOPMENT PLAN (IDP)

1. Name:		2. Department:		3. Position:		4. Supervisor:		5. Effective Date:		6. Review Date:	
7. Type of Goal:		<input type="checkbox"/> Short-term Goal		<input type="checkbox"/> Long-term Goal		8. Type of IDP:		<input type="checkbox"/> Original IDP		<input type="checkbox"/> Review IDP	
9. Developmental Goal:						10. Developmental Goal Relevancy:				11. Priority Code:	
12. Developmental Activities (Course, Class, and/or Actions to be taken):						13. Vector Code:		14. KSAO Code:		15. Provider of Training:	
16. Development Resources Needed:						17. Estimated Costs (less travel):		18. Estimated Travel Costs:		19. Location of Training:	
						20. Start Date:		21. Target Finish Date:		22. Status at Review:	
23. How will progress be measured?						24. Command Training Committee (CTC) Action Code:					
25. Individual's Comments:						26. Command Training Committee (CTC) Comments:					
27. Supervisor's Comments:						28. Other Comments:					
29. Signature Block:											
Individual				Date		Mentor (if applicable)				Date	
Supervisor				Date		Department Head				Date	
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 5 U.S.C 552a, 5 U.S.C 301, E.O. 9397, and SECNAVINST 5211.5D.</p> <p>PRINCIPAL PURPOSE(S): To compile information concerning employees' training, education, and self-development needs for NSTC's employee development and training program</p> <p>ROUTINE USE(S): Civilian training information used by the Education Specialist, working with department heads, supervisors, Command Training Committee and others with a need to know, to annually assist in assessing each employee's training needs.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the information may affect ability to participate in the program</p>											

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Individual Training Plan (IDP) Completion Instruction

1. Enclosed IDP can be used as both a short-term and long-term form by selecting applicable box.

2. **COMPLETION INSTRUCTIONS:**

- a. **Fill-in:** Name, Position, Supervisor, and Department;
- b. **Effective Date:** Date that IDP is effective for a one-year period;
- c. **Review Date:** Date that IDP will be reviewed six months from the effective date;
- d. **Original IDP:** Should be checked when IDP is developed (the effective date);
- e. **Review IDP:** Should be checked when IDP is reviewed (the review date);
- f. **Type of Goal:** Short-term (1 year) or Long-term (3 year) Check the applicable X as applicable for each Developmental Goal;
- g. **Developmental Goal:** Input specific goal;
- h. **Develop Goal Relevancy:** Input how goal is relevant to mission, department effectiveness, or job effectiveness;
- i. **Priority Code:** Input code based on priority descriptions in Instruction;
- j. **Developmental Activities:** Input type or name of course, class, or workshop; or input actions such as mentor with, on-the-job training, etc.;
- k. **Vector Code:** Select the vector that matches the goal (Professional Development, Personal Development, Leadership Development, Certifications or Qualifications);
- l. **KSAO Code:** Select the appropriate code for Knowledge, Skills, Abilities, or Other.

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(1) **Knowledge** - Body of information applied directly to a performance on the job.

(2) **Skills** - Observable competencies to perform a learned psychomotor act.

(3) **Abilities** - Competencies to perform an observable behavior or a behavior that results in an observable product.

(4) **Other** - Not knowledge, skill, or ability but essential to effective job performance.

3. **Provider of Training:** If known, list name of training provider, or name of mentor, or website.

4. **Development Resources Needed:** Input resources such as funding, time off from work, time on the job, one-on-one assistance, books, software, etc.

5. **Estimated Costs:** Provide cost estimate.

6. **Estimated Travel Costs:** Provide travel cost estimate.

7. **Location of Training:** Provide location of training

8. **Start Date:** Target date to begin the step to goal accomplishment.

9. **Target Finish Date:** Date accomplishment of goal is desired.

10. **Status at Review:** Complete after reviewing goal status on Review Date.

11. **How will progress be measured?:** By a learning document or productivity metrics or by task or step completion.

12. **Command Training Committee (CTC) Action Code:** Will be completed by CTC after determining command's training priorities.

13. **Individual's Comments:** Individual may input comments or additional information pertaining to the goal.

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14. **Supervisor's Comments:** Supervisor may input comments and additional information pertaining to the goal.

15. **CTC's Comments:** CTC may input comments to support CTC action decisions and command training priorities.

16. **Signature Block:** The IDP should be reviewed and signed by Individual, Supervisor and Department Head.

IDP CODES

<u>Priority:</u>	<u>Vector Code:</u>	<u>KSAO:</u>	<u>Status at Review:</u>	<u>CTC Code</u>
1 = Essential	PR = Professional Development	K = Knowledge	A = Accomplished	A = Approved
2 = Needed	PE = Personal Development	S = Skill	B = Accomplished by Alternative actions	B = Altered for approval; see CTC comments
3 = Helpful	L = Leadership Development	A = Ability (behavior)	C = Progress made, but further Development needed	D = deferred until next review date
	C = Certs & Quals	O = Other	D = Not accomplished by target /finish date, see comments	N = not approved see CTC comments
			E = Goal no longer applicable, see comments	